RESPIRE4 Fellowship Programme Co-funded by ERS/EU

Host Application Online Form

Section A (Administrative Checklist)

Please carefully refer to **Annex I** (RESPIRE4 Overview) and **Annex II** (Host application process overview & instructions) on the [ERS website](https://www.ersnet.org/education-and-professional-development/marie-sklodowska-curie-postdoctoral-research-fellowships-respire/), before completing section A hereunder.

After completing and signing this section A checklist, please upload it via [section B](https://www.ersnet.org/respire4-host-application/) of the Online Host Application Form.

**A) SECTION A – ADMINISTRATIVE CHECKLIST**

A.1) Full legal name & address of host centre (legal entity):

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Name of department(s)/institute(s) within host centre (legal entity) that you would like to be pre-registered on the Web Host Registry:

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*Important Notes:*

* *Within the same host centre, the application to be pre-registered on the Web Host Registry should be made at least at the level of each department/institute. Therefore, different labs/units should apply together as a department/institute.*
* *The information provided in section A.1 above should match what provided in section B of the online Host Application Online Form.*

A.2) Please tick the yes/no box in relation to the questions below in order to confirm whether your host centre complies (or not). In order to do so, please double click on “Yes” or “No” (depending on how you wish to reply) in order to check the box. Should you tick “no” to any queries, the ERS office will contact you to seek further information.

1. **EU principles**: The host centre confirms general alignment with the principles set out by the EU in the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and the EU Human Resources Development principles[[1]](#footnote-1). Kindly note that host centres are strongly encouraged to apply for the “HR Excellence in Research[[2]](#footnote-2)” award by the EU, although this is not a mandatory requirement for the RESPIRE4 programme itself.

 [ ]  Yes [ ]  No

1. **Key RESPIRE4 principles**: The host centre must comply with RESPIRE4’s main features as set out in the “RESPIRE4 - Overview” [(Annex I](https://www.ersnet.org/education-and-professional-development/marie-sklodowska-curie-postdoctoral-research-fellowships-respire/)). Should a fellow be selected, the host centre, particularly the host supervisor, will ultimately be responsible for the fellow and his/her fellowship research project, ensuring compliance with EU and national laws/standards (e.g. ethics, health & safety, taxes, open access for publications etc) throughout the full fellowship period.

For **Global Fellowships**, the host centre of the return phase in Europe will take the overall responsibility to ensure compliance and the smooth running of the whole fellowship, although it will work closely with the host centre for the outgoing phase (e.g. partnership agreement).

 [ ]  Yes [ ]  No

1. **Employment contract (fellow):** In line with the European Charter and Code for Researchers, the host centre commits to host selected RESPIRE4 fellows and offer a mandatory fixed-term employment fellow/host contract (full-time basis) covering full social security in line with EU standards (including but not exclusively: annual leave, pension rights, parental leave, sickness leave, health/accident insurance, unemployment & invalidity benefits, benefits for accidents at work and occupational diseases etc) as well as related issues (e.g. remuneration, IPR, ethics, confidentiality, health & safety, etc) during the whole duration of the fellowship, including any secondment periods. The employment contract will need to be provided to the selected fellow well in advance of the start of the fellowship. In line with H2020, under RESPIRE4, fixed amount fellowship agreements (e.g. visiting scientist/guest arrangements, affiliation agreements, no-pay contracts etc) are not eligible, therefore please carefully check this point with your Human Resources (HR) department in advance.

For **Global Fellowships**, the host centre in Europe will in principle provide the employment contract. The fellow will then be seconded to the host centre in a Third Country (TC) outside of Europe during the initial outgoing phase. Further information about Global Fellowships in [Annex I](https://www.ersnet.org/education-and-professional-development/marie-sklodowska-curie-postdoctoral-research-fellowships-respire/).

 [ ]  Yes [ ]  No

1. **Finance:** The fellow’s living[[3]](#footnote-3) allowance (adapted on the basis of the country correction coefficient), mobility allowance (€6,000 /fellow-year) and – if applicable - family allowance (€6,000 /fellow-year) will be covered through EU/ERS co-funding. These allowances destined to the fellow will be transferred via the host centre in Europe (both for European and Global Fellowships).

No further additional funding will be available towards the fellowship nor the research project from the ERS nor the EU. The host centre may pay a top-up from another budget source (except for Horizon2020 and Horizon Europe funding) in order to complement these allowances and/to cover other fellowship related costs (e.g. overheads, bench fees, research costs, etc).

At the application phase, the host centre confirms that they will provide each candidate with a Budget & Costing form detailing the breakdown of the allowances including among others, taxes and social charges as well as research costs (e.g. consumables, lab material, etc).

Please also refer to “RESPIRE4 – Overview” ([Annex I](https://www.ersnet.org/education-and-professional-development/marie-sklodowska-curie-postdoctoral-research-fellowships-respire/)) for details and check this point with your HR and Finance departments in advance.

 [ ]  Yes [ ]  No

1. **Payment Agreement & management contribution:** The host center commits to sign a Payment Agreement with ERS detailing the payment schedule as well as roles/responsibilities, if and once their candidate is selected. A template is available upon request if needed.

The host centre will receive, through ERS/EU co-funding, a contribution towards management costs of max. €325.- per each fellow-month actually completed by the selected RESPIRE4 fellow. This amount corresponds to the actual contribution (max. €3’900.- per fellow-year) that ERS receives from the EU towards management costs. No further, additional funding can be made available for this or other purposes (e.g. overheads, bench fees, research costs).

For **Global Fellowships**, the funds will be in principle transferred via the host centre in Europe with the overall responsibility for the fellowship, but both hosts (outgoing phase & return phase) will need to discuss and agree on financial aspects (e.g. partnership agreement).

 [ ]  Yes [ ]  No

1. **Support:** The host centre commits to guarantee high-level support and adequate working conditions for RESPIRE4 fellows, notably in terms of scientific supervision as well as administrative assistance. The host supervisor will allocate the fellow with a scientific mentor, expert in a different discipline. S/he should be affiliated with another centre, preferably from the non-academic sector if possible. An administrative mentor should also be assigned to support the fellow before and during the fellowship, particularly in terms of moving to a new country and finalising administrative processes before the fellowship (e.g. employment contract, visa, etc).

 [ ]  Yes [ ]  No

1. **Research & open access:** The host centre commits to provide all the necessary means to enable RESPIRE4 fellows to carry out the research activities and complete their research project, including adequate training, facilities, infrastructure, equipment and products. The host centre will fully cover costs related to the delivery of the fellowship research project through other funds (with the exception of other Horizon2020 and HorizonEurope funding). It will ensure, along with the fellow, open access (Green or Gold option) to all peer-reviewed scientific publications relating to the project’s results, in line with H2020 principles[[4]](#footnote-4).

 [ ] Yes [ ]  No

1. **Intellectual Property Rights** (IPR): The host centre commits to comply with H2020’s IPR requirements[[5]](#footnote-5) as well as to cover IPR related items in the employment contract. The host centre must — on a royalty-free basis — give the fellow access to the background as well as to the results necessary for the research training activities and the fellowship research project. The host centre must give access to the results (right to use them) on a royalty free basis to the EU institutions, bodies and agencies for developing, implementing or monitoring EU policies or programmes (these access rights are limited to non commercial and non competitive use). The host centre must, for any results that can be reasonably expected to be commercially or industrially exploited, examine the possibility of protecting them and if possible, reasonable and justified, protect them. The EU may object to any transfer of ownership or to exclusive licencing of results; the host centres will need to notify ERS in advance in these cases.

 [ ]  Yes [ ]  No

1. **Career & training:** The host centre commits to allow candidates to develop their own research project (individually driven approach) and to accept applicants from other disciplines with a research project in the respiratory field. It will provide fellows with career development support, training in scientific and non-scientific transferable skills as well as opportunities to train/supervise students and/or technicians, to carry out talks and co-author grants and papers. It will allow fellows to attend ERS training events and support (e.g. ERS International Congress, ERS mentoring, etc) as well as to undertake a potential secondment in the non-academic sector, as set out in the “RESPIRE4 - Overview” ([Annex I](https://www.ersnet.org/education-and-professional-development/marie-sklodowska-curie-postdoctoral-research-fellowships-respire/)). The host supervisor should support the fellow with the development of a tailored Career Development Plan as part of the online application process; this document will then need to be updated throughout the fellowship.

 [ ]  Yes [ ]  No

1. **Ethics & integrity**: The host centre confirms that they have appropriate ethics committees/structures in place and to ensure that all research activities undertaken by the RESPIRE4 fellow as part of the fellowship research project comply with: 1) fundamental ethical principles at European and national level, including EU’s H2020 ethical principles and highest standards of research integrity under H2020[[6]](#footnote-6) 2) applicable international, EU, national and local law. All research projects and activities must be submitted for ethics and any other needed reviews for approval, by the local review board/committee at the host centre (or equivalent). Moreover, fellowship recipients and host centres must have obtained before commencing research activities: any ethics committee/authority opinion required under national law; and any notification or authorisation for activities raising ethical issues required under national and/or European law needed for implementing the tasks in question. Copies of any ethics documents, including approvals, will need to be provided to ERS.

Research carried outside of the EU should still comply with EU standards, principles and regulations. Funding is not available for activities carried out outside the EU if they are prohibited in all EU Member States. The host centre in Europe will have overall responsibility of the fellowship, including ethics.

 [ ]  Yes [ ]  No

1. **Outreach & dissemination**: The host centre will allow the fellow to participate in outreach activities destined to the general public, patients, policy-makers as well as will provide opportunities for the fellow to take part in such activities. Always in line with H2020’s requirements, the host centre understands that, along with the fellow, it will need to disseminate and ensure the “exploitation” of results arising from the fellowship research project.

 [ ]  Yes [ ]  No

1. **Publishable information**: The host centre confirms that the names and email addresses of the contact persons identified in Section B of the Host Online Application Form can be published on the ERS website (Web Host Registry online platform) and that they agree to be contacted by potential applicants until the last call under the programme is closed. The host centre authorises ERS to publish online the information provided in Section B of the Host Online Application Form.

 [ ]  Yes [ ]  No

**SIGNATURES**

Please note that this Section A needs to be signed by the legal authorised representatives of each concerned department(s)/institute(s) as well as the host centre as a legal entity (e.g. director, CEO/COO, vice-dean, etc). A minimum of two signatures is thus mandatory; electronic signatures are acceptable.

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*With the following, we confirm that the information provided via the Host Online Application Form is true and correct as well as that we have read and will comply with the* [*ERS Privacy Policy*](https://www.ersnet.org/privacy-policy/)*.*

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| --- |
| 1. Legal authorised representative for the concerned department(s)/institute(s) within the host centre (legal entity):

*If several department(s)/institute(s) are involved within the same host centre, please include additional signatures if and as needed* Name: Position:Department/institute: Signature (**MANDATORY**): Date and LocationName:Position:Department/institute:  Signature (OPTIONAL): Date and LocationName: Position:Department/institute: Signature (OPTIONAL): Date and Location |
| 1. Legal authorised representative for the host centre (legal entity):

Name: Position:Host centre: Signature (**MANDATORY**): Date and Location |

**After completing and signing this section A checklist, please upload it via** [**section B**](https://www.ersnet.org/respire4-host-application/) **of the** [**Online Host Application Form**](https://www.ersnet.org/education-and-professional-development/marie-sklodowska-curie-postdoctoral-research-fellowships-respire/)**. Kindly ensure that you also fully complete the online** [**Section B**](https://www.ersnet.org/respire4-host-application/) **(scientific overview) of the** [**Host Application Online Form**](https://www.ersnet.org/education-and-professional-development/marie-sklodowska-curie-postdoctoral-research-fellowships-respire/) **in order to complete submission.**

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1. <https://euraxess.ec.europa.eu/jobs/charter> [↑](#footnote-ref-1)
2. <https://euraxess.ec.europa.eu/jobs/hrs4r> [↑](#footnote-ref-2)
3. The living allowance will be adjusted depending on the country correction coefficient, in line with MSCA Individual Fellowships (MSCA IF) rates. The 100% rate corresponds to a living allowance of €60’000.- per fellow-year for the RESPIRE4 programme but the actual rate for each fellow will be lower or higher depending on the specific host country. [↑](#footnote-ref-3)
4. Please also refer to [H2020 online Manual](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm) (under cross-cutting issues). [↑](#footnote-ref-4)
5. See above. [↑](#footnote-ref-5)
6. This also includes the European Code of Conduct for Research Integrity, the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Please refer to [H2020 online manual](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm) (under cross-cutting issues). [↑](#footnote-ref-6)